

# Chapter 1.1: Handbook Purpose





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## Handbook Purpose

The purpose of the ESA handbook is to establish and supply official instruction concerning policies, procedures and implementation of the ESA program. Designed to set unambiguous, consistent standards that guide educational services to Arizona families; the handbook is the determining reference for all ADE operations regarding the ESA program.

Establishing the ESA handbook as the definitive authority, for the purposes of the ESA program, the policies held within shall be considered statements of fact and guide the outcomes of present and future decisions (A.R.S.§15-2403(G)).

## Icon Key

	Valuable information
	Policy Highlights
	Important Dates
	Recap

**Tip! Use the icon key** to check for understanding and not miss important information.

## Language Use & Acronyms

It is the goal for the ESA handbook to be concise, clear and to the point. However, many of its processes are complex and cannot be described completely or accurately with simple language. In many cases directly quoting statute shall be substituted for lengthy policy statements. Additionally, an appendix of definitions at the back of the handbook is provided to acclimate parents with commonly used programmatic and department acronyms to help you not get lost in the shuffle!

## Handbook Updates & Renewal

The ESA handbook is set for review on an annual basis at the close of each contract year (June, 30). Policies will be added and redacted in response to newly enacted legislation, court decisions and advisory board suggestions of best practices. Copies of updated handbooks are available electronically at [www.azed.gov/esa](http://www.azed.gov/esa). Hard copies are only provided to parents of qualified ESA children currently receiving scholarships under contract with ADE (limit 500 total). Topics not covered may be referred to ESA staff on a case by case basis.



### **Quick Recap**

- The ESA program is an alternative publically funded way for parents to assume full control of their child's education.
- It is administered by ADE and the Arizona State Treasurer's Office.
- Arizona Revised Statutes (A.R.S. **§ 15-2401-2404**) & The ESA Handbook are the definitive authorities regarding rules and policies that govern the program.
- The ESA Handbook will be reviewed and updated annually on June, 30<sup>th</sup>.